

**CLERK'S OFFICE
United States District Court
for the District of Columbia
Washington, D.C. 20001**

July 30, 1997

Position: Career Law Clerk to a Federal District Judge - Announcement #97-07

Opening Date: July 30, 1997 - (Position Available April 1998)

Closing Date: OPEN UNTIL FILLED

Salary Range: JSP 11(1) to JSP 14(10)
\$38,330 to \$83,922

Requirements:

The successful applicant must possess at least one year of post-graduate experience in private practice, government service or academia. Computer-assisted legal research and word processing ability is required. Excellent interpersonal and organizational skills, together with the ability to handle multiple tasks and manage a small office are also essential. An applicant with prior experience in a federal or state court clerkship is preferred. Placement on the payroll at a salary level higher than the first step of the grade, requires certification of current salary from present employer. Placement on the payroll at grade JSP 12 and above also requires Bar membership (state, territorial, or Federal Court of general jurisdiction). One additional year of federal law clerk experience is required for placement at grade JSP 13 and above.

Duties and Responsibilities:

A broad range of duties include: legal research; preparing bench memorandums; drafting orders and opinions; editing and proofreading orders and opinions; verifying citations; scheduling, organization and maintenance of case files; managing an office, and performing various other duties as assigned.

Legal Work Experience:

Legal work experience is defined as progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited, on a month-for-month basis whether before or after graduation, but not to exceed one year if before graduation.

Term of Appointment and Benefits:

This is a permanent appointment with the expectation that the incumbent will remain in this position for four or more years. "Career" law clerks are entitled to all benefits (health/life insurance as well as retirement, holidays, annual and sick leave accrual, and periodic cost of living increases. Eligibility for retirement coverage allows participation in the Thrift Savings Plan. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

How to Apply:

Applicants should forward a letter accompanied by a resume, which should include scholastic records and class standing, activities, employment, salary history, and other experience and references. Writing examples are desired. Applications should be submitted to: U.S. District Court for the District of Columbia, 333 Constitution Ave., N.W., Washington, D.C. 20001 ATTN: Valencia R. Pulley, Human Resources Manager.

**THIS POSITION IS LOCATED IN THE FEDERAL COURT AND IS NOT TO BE
CONFUSED WITH THE LOCAL DISTRICT OF COLUMBIA COURT SYSTEM.**

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS
AN EQUAL OPPORTUNITY EMPLOYER**